

# Faculty/Staff Application



123 White Oak Lane \* Old Bridge, NJ 08857  
Phone: 732-479-0700 \* [www.calvarychristianschool.net](http://www.calvarychristianschool.net)  
[school@calvarychristianschool.net](mailto:school@calvarychristianschool.net)  
School Director: Daniel D. Simon Sr.

This application may be filled out manually or on your computer (download at [www.calvarychristianschool.net](http://www.calvarychristianschool.net)). You must print a copy out and sign where noted. All areas of this application will be under consideration, so please complete thoroughly and write legibly. Please mail the application to the above address and label "Attention Recruitment". Thank you.

## Check when complete:

- I have completed, signed and dated this application.
- I have completed, signed and dated the background check form.
- I have attached copies of degrees and certifications, as applicable.
- I have attached copies of my transcripts and **requested official transcripts** to be sent to CCS.
- I have distributed the following 4 reference forms: two professional references, one personal reference, and one spiritual reference. CCS cannot arrange an interview until receipt of all 4 references.
- I have read and agree with the Mission Statement, Vision Statement, CCS Objectives and Statement of Faith.

## **Personal Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Can you perform all the essential job function(s) of the position(s) for which you are applying with or without reasonable accommodations?

- Yes  No

If no, please explain \_\_\_\_\_

## **Employment Preference**

- Classroom Teacher (Pre-Kindergarten through 12<sup>th</sup> grade)  
First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Other Areas of Interest:

- |   |  |
|---|--|
| <input type="checkbox"/> Teacher Assistant            | <input type="checkbox"/> Special Education Teacher     |
| <input type="checkbox"/> Substitute Teacher           | <input type="checkbox"/> Office/Administrative Assist. |
| <input type="checkbox"/> Administrator                | <input type="checkbox"/> Guidance Counselor            |
| <input type="checkbox"/> Beforecare/Aftercare Program | <input type="checkbox"/> Nurse                         |
| <input type="checkbox"/> Coaching: _____              | <input type="checkbox"/> Clubs                         |

*Section 702 of the Civil Rights Act of 1964 exempts religious organizations from Title VII's prohibition against discrimination in employment on the basis of religion. Applicants who meet the religious requirements shall be provided an equal opportunity to be considered for hire regardless of race, color, national origin, sex, age or the presence of a non-job-related medical condition or handicap.*

## **Education, Certifications, and Employment History**

1) COMPLETE THE FOLLOWING INFORMATION REGARDING YOUR EDUCATIONAL EXPERIENCE:

SCHOOL NAME/LOCATION	MAJOR / MINOR	DEGREE	DATES ATTENDED	YEAR GRADUATED	GRADE POINT AVERAGE

Please list when and where you completed your student teaching (if applicable):

School \_\_\_\_\_ Dates (From – To) \_\_\_\_\_

Supervising Teacher \_\_\_\_\_

2) PLEASE LIST YOUR CERTIFICATIONS BELOW (if applicable):

CERTIFICATION	DATE RECEIVED	EXPIRATION DATE	SUBJECT
STATE _____			
STATE _____			
STATE _____			

3) BEGINNING WITH YOUR CURRENT EMPLOYER, PLEASE LIST YOUR LAST THREE JOBS:

MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM _____  TO _____				
FROM _____  TO _____				
FROM _____  TO _____				

Please check any of the following areas of proficiency:

- |  |  |
|--|--|
| <input type="checkbox"/> Word<br><input type="checkbox"/> Excel<br><input type="checkbox"/> Learning Management Systems (LMS)<br><input type="checkbox"/> SMART Boards | <input type="checkbox"/> Sycamore (or other school-based management software)<br><input type="checkbox"/> Google Classroom<br><input type="checkbox"/> Other _____ |
|--|--|

**ESSAY PORTION**

**(Attach numbered answers in a separate document.)**

- 1) Briefly, give your testimony. How and when did you become a Christian?
- 2) Which church do you attend? How long have you attended?
- 3) What part does prayer play in your life?
- 4) Have you been baptized as an adult? When/Where?
- 5) In what areas are you currently serving as a church volunteer?
- 6) What Christian authors, books, pastors, or teachers have influenced you the most and how?
- 7) Do you agree with the CCS Mission, Vision, and Objectives? Please comment.
- 8) Do you agree with the Calvary Chapel Old Bridge Statement of Faith? Please explain.
- 9) What basic biblical truths or doctrines are crucial or non-negotiable? Please be sure to address each of the following: salvation, the Trinity, the Deity of Christ, the inerrancy of scripture, water baptism, creation vs. evolution, and baptism of Holy Spirit.
- 10) Do you believe that you are capable and ready to communicate the counsel of God's Word to others?

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**Consent and Waiver Form**

In consideration of my role with **Calvary Christian School (CCS), an accredited Prek-12 education institution of Calvary Chapel of Old Bridge (CCOB), its affiliates, integrated auxiliaries and supporting organizations,** and recognizing the importance of my character being above reproach, I agree to:

- 1) Complete a CCS/CCOB Background Check Form
- 2) Allow CCS/CCOB to screen me through the New Jersey Department of Law Enforcement or any other state, county, municipal agency or private firm for the purpose of accessing and reviewing New Jersey and national criminal history records as well as any other historical or background records pertaining to me, complete a criminal background check including fingerprints.
- 3) Allow CCS/CCOB to verify the information and to contact any personal and/or current employment references listed on the Background Information Form and/or this application.
- 4) Allow CCS/CCOB to verify current and prior employment.
- 5) Provide CCS/CCOB with a photocopy of my current state driver's license, official state identification card or valid passport.
- 6) Make myself available for a personal interview by administrators, faculty members, and pastors of CCS/CCOB.

**I HEREBY WAIVE, RELEASE AND HOLD HARMLESS FROM LIABILITY** all persons, organizations, and other entities which provide references or information to CCS/CCOB pertaining to me or my background.

**I HEREBY FURTHER WAIVE, RELEASE AND HOLD HARMLESS FROM LIABILITY** CCS/CCOB, it's staff, employees, volunteers, and agents with regard to any decision that it makes on my application for involvement with CCS/CCOB based on the information I provide or that is obtained through the criminal history and background screening process.

**I CONSENT** to a copy of this Consent and Waiver Form together with the Background Information Form being furnished to any reference that I have provided to CCS/CCOB and to any other person, organization or entity that CCS/CCOB deems necessary in connection with its investigation of my background, character or qualifications.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

## Vision Statement

### *Education by Discipleship*

Education by Discipleship is the vision of Calvary Christian School (CCS). Our goal is to provide a high standard of instruction that is committed to enabling students to reach their full potential. As a PreK-12 accredited institution of Calvary Chapel Old Bridge (CCOB), our philosophy of education is consistent with and patterned after the biblically-based model of ministry that CCOB's principles and practices reflect. The following statements identify specific biblical values and guidelines that have shaped our thinking concerning Christian education.

**God is the eternal Creator of all and exists as Father, Son, and Holy Spirit.** Psalm 90:1-2, Genesis 1:1-2, 1 John 5:7, John 1:1, Colossians 1:16-17

**Man was created in the image of God, and for His glory.** Genesis 1:26, 1 Corinthians 10:31, Isaiah 43:7

**Man is a sinner and without Jesus Christ cannot know or honor God.** Romans 5:12, Romans 3:23

**God provided His Son to be the only acceptable sacrifice for sin and the only means for eternal life.** 2 Corinthians 5:21, Hebrews 9:12, John 14:6, Romans 6:23, John 3:16, Acts 4:12

**God provides the truth of His Word and the power of His Spirit for growth as a disciple of Jesus Christ.** John 17:17, 2 Thessalonians 2:13, 2 Timothy 3:16-17, John 16:13

**God calls believers to be disciples and to make disciples for His glory.** Mark 12:30-31, Matthew 28:19-20

## Mission Statement

Our mission is to “co-labor” by coming alongside Christian parents who desire to provide a biblically-centered learning environment for their children. Our objective is two-fold:

- To enable each student to reach his/her full potential academically, spiritually, socially, and physically, for the glory of God.
- To win, train, and equip young people as disciples of Jesus Christ.

## Calvary Christian School Objectives

As a Pre-k through 12 accredited educational institution of CCOB, we seek to carry out our vision and mission (education by discipleship) by developing curricula and programs within the context of Scriptural principles for the purpose of equipping students to obtain the following objectives:

- Be well prepared in all academic disciplines, according to their God-given potential, and to master the skills of reading, writing, speaking, listening, and thinking.
- Become proficient in mathematics, biblical creationism, and laboratory-based sciences.
- Attain a knowledge and understanding of other religions, cultures, geography, events, and movements in history.
- Become proficient in a foreign language.
- Learn how to utilize technological resources to find, analyze, synthesize, and evaluate information.
- Be committed to life-long learning.
- Develop the skills to question, solve problems, make wise decisions and demonstrate higher order thinking skills that reveals a biblical world view.
- Develop a love for the Word of God and a passion to worship Him.
- Understand the privilege, purpose, and necessity of prayer in all matters.
- Be sensitive to the call of God upon their lives.
- Develop a heart for missions, and a critical appreciation of languages and cultures of other peoples, dispelling prejudice and encouraging biblical hospitality.
- Understand the role of biblical principles in our heritage as a nation.
- Personally respond in carrying out the “Great Commission” locally and around the world in a culturally sensitive manner.
- Desire to carry out what Jesus called the greatest of the commandments to “*love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength...* [and to] *love your neighbor as yourself*” (Mark 12:30-31).

- Acknowledge the worth of every human being as created in the image of God.
- Learn apologetic skills to defend their faith and biblical worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal and vibrant relationship with Jesus Christ, including daily times of prayer and devotional reading.
- Know, understand, and apply God's Word in their daily life.
- Seek the Holy Spirit's power upon their lives as evidenced by His gifts and His fruit: love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, and self-control.
- Respect their bodies as the temple of the Holy Spirit.
- Be actively involved in a church fellowship, serving God and others.
- Understand, value, and engage in appropriate community and civic activities.
- Respond to conflict and crisis in a God-honoring manner.
- Relate to others with integrity, confidence, and respect.
- Understand the value of health, exercise, and teamwork in athletics.
- Attain an appreciation for the natural environment and practice responsible stewardship of God's creation.
- Practice the principles of biblical relationships in family living.
- Be good stewards of their talents, time, finances, and all other resources.
- Develop a work ethic that is honorable to God.

### Calvary Chapel of Old Bridge Statement of Faith

Calvary Chapel has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the Body of Christ.

**We believe** the only true basis of Christian fellowship is Christ's Agape love, which is greater than any differences we possess and without which we have no right to claim ourselves Christians.

**We believe** worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship.

**We believe** in all the basic doctrines of historic Christianity.

**We believe** in the inerrancy of Scripture, that the Bible, Old and New Testaments are the inspired, infallible Word of God.

**We believe** that God is eternally existent in three distinct persons: Father, Son and Holy Spirit.

**We believe** that God is the personal, transcendent, and sovereign Creator of all things.

**We believe** that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His substitutionary death on the cross, was bodily raised from the dead, ascended back to the right hand of the Father, and ever lives to make intercession for us.

**We believe** in the personal, visible, and pre-millennial second coming of Jesus Christ to the earth. He will return with His saints and set up a kingdom of which there will be no end.

After Jesus ascended to Heaven, He poured out His Holy Spirit on the believers in Jerusalem, enabling them to fulfill His command to preach the Gospel to the entire world, an obligation shared by all believers today.

**We believe** that all people are, by nature, separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

**We believe** in the gifts of the Holy Spirit mentioned in the Scriptures, and that they are valid for today if they are exercised within the scriptural guidelines. We as believers are to covet the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.

# Background Check Information Form



123 White Oak Lane \* Old Bridge, NJ 08857  
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[school@calvarychristianschool.net](mailto:school@calvarychristianschool.net)  
School Director: Daniel D. Simon Sr.

Name (Last, First, Middle) \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

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

Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

## Personal Reference:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

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

Relationship \_\_\_\_\_ Known for \_\_\_\_\_ years

**Please attach a photocopy of Driver's License (required).**

**Please answer the following with Yes or No:**

Are you eligible to work in the United States?  Yes  No

Have you ever been convicted of a criminal offense, other than a minor traffic violation?  Yes  No

Does your name appear on any Sex Offender Database in any state or country?  Yes  No

Have you ever been accused or charged with a crime or incident involving a child, the elderly or the disabled?  Yes  No

Have you ever struggled with any sin involving a child, the elderly or the disabled?  Yes  No

Have you ever been charged with a crime or misconduct at your workplace?  Yes  No

Have you ever been accused of improper conduct by an employer or as a volunteer for any reason?  Yes  No

Is there any other information regarding your past that is relevant to your involvement with CCOB/CCS, including but not limited to a child, the elderly, the disabled or ministry in general we should know?  Yes  No

If you answered "Yes" to any of the questions above, please provide a written explanation on a separate sheet of paper and attach it to this form. Please be prepared to discuss your answers with a Pastor or Principal. By signing below I agree to immediately inform CCOB/CCS of any subsequent information, including any accusations, convictions or other occurrences that relate to the areas of inquiry set forth above.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Affidavit

I HEREBY RELEASE AND HOLD HARMLESS FROM LIABILITY all persons, organizations, and other entities which provide references or information to Calvary Christian School with regard to me or my background. I HEREBY RELEASE AND HOLD HARMLESS FROM LIABILITY Calvary Christian School and Calvary Chapel Old Bridge, Inc., and its clergy, staff, employees, and volunteers, with regard to any decision that it makes on my application.

I consent to a copy of this consent being furnished to any reference that I have provided to Calvary Christian School and to any other person, organization or entity that Calvary Christian School deems necessary in connection with its investigation of my character and qualifications.

I realize that this information may be of a confidential nature and will be discussed with only those on a need to know basis: at a Pastoral level, Human Resources, or anyone who might be involved in the background check.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# Professional Recommendation



123 White Oak Lane \* Old Bridge, NJ 08857  
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[school@calvarychristianschool.net](mailto:school@calvarychristianschool.net)  
 School Director: Daniel D. Simon Sr.

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 Christian School (CCS). We appreciate your honest evaluation of the applicant's spiritual life. Please complete and return to the above address, attention "Recruitment." CCS cannot arrange an interview until receipt of this form. Thank you for your part in this recommendation process

Your name (please print): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ What is your relationship to the applicant? \_\_\_\_\_

Please give us your honest evaluation of the following areas of the applicant's professional life:

	Not Observed	Weak	Fair	Very Good	Out- standing
1. Has a personal commitment to teaching					
2. Is able to teach children in a way that is effective					
3. Is a role model for children and adults					
4. Contributes as a team player					
5. Shows a genuine interest in students					
6. Is active in extracurricular activities					
7. Manages time well					
8. Effectively handles conflict and disagreement					
9. Is a person of integrity					
10. Has a great desire to continue to learn					
11. Has the ability to communicate ideas well					
12. Uses creative teaching techniques, demonstrating new ideas and concepts					
13. Follows the counsel of supervisors					
14. Has a strong work ethic and is dependable					
15. Competent in teaching abilities					
16. Exhibits self-discipline					
19. Exhibits leadership skills and shows initiative					
20. Exhibits intellectual ability					
21. Demonstrates good interpersonal skills					
22. Acts as a coach or mentor to students					
23. Demonstrates potential for career advancement					
24. Effectively plans classroom strategies					
25. Demonstrates aptitude for chosen profession					

**Please address the following (and any other relevant comments) in a separate document:**

- 1) How would you describe the applicant's overall professional character? Please give examples.
- 2) How would you describe the applicant's overall teaching abilities? Please give examples.
- 3) Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCS?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Spiritual Recommendation



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[school@calvarychristianschool.net](mailto:school@calvarychristianschool.net)  
 School Director: Daniel D. Simon Sr.

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

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

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

The individual named above is applying for a teaching position at Calvary Christian School (CCS). We appreciate your honest evaluation of the applicant's spiritual life. Please complete and return to the above address, attention "Recruitment." CCS cannot arrange an interview until receipt of this form. Thank you for your part in this recommendation process

Your name (please print): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ What is your relationship to the applicant? \_\_\_\_\_

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

	<b>Not Observed</b>	<b>Weak</b>	<b>Fair</b>	<b>Very Good</b>	<b>Out-standing</b>
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					

**Please address the following (and any other relevant comments) in a separate document:**

- 1) How would you describe the applicant's overall spiritual character? Please give examples.
- 2) If the applicant is hired, is there an area of his/her spiritual life that CCS could help to nurture and grow?
- 3) Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCS?

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

# Personal Recommendation



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[school@calvarychristianschool.net](mailto:school@calvarychristianschool.net)  
 School Director: Daniel D. Simon Sr.

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 Christian School (CCS). We appreciate your honest evaluation of the applicant's spiritual life. Please complete and return to the above address, attention "Recruitment." CCS cannot arrange an interview until receipt of this form. Thank you for your part in this recommendation process.

Your name (please print): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ What is your relationship to the applicant? \_\_\_\_\_

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

	Not Observed	Weak	Fair	Very Good	Out- standing
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					

**Please address the following (and any other relevant comments) in a separate document:**

- 1) How would you describe the applicant's overall character? Please describe actions or behaviors which can support your comments, if possible.
- 2) How would you describe the applicant's overall personality?
- 3) Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCS?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date