



**CUYAHOGA VALLEY CHRISTIAN ACADEMY**  
 4687 Wyoga Lake Road  
 Cuyahoga Falls, OH 44224  
 339-929-0575  
 cvcaroyals.org

# APPLICATION FOR EMPLOYMENT

**DATE COMPLETED:** \_\_\_\_\_

**CHECK TYPE OF POSITION APPLYING FOR:**

- Administration     
  Support Staff     
  Facilities     
  Teacher     
  Substitute Teacher  
 Other: \_\_\_\_\_

If applying for a teaching position, grade level(s) desired:

- Middle School     
  High School     
 Subject Preference: \_\_\_\_\_

1. Full Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
 Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Address: Street \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. The Ohio Administrative Code, Sections 3301-39-01 to 3301-39-04, requires all schools to keep records on the racial composition of its student body, employees, and potential employees. In addition, Cuyahoga Valley Christian Academy values ethnic diversity and the role that it plays in the lives of our students and employees.

- Ethnicity (optional):
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian/Pacific Islande | <input type="checkbox"/> Black/African-American |
| <input type="checkbox"/> Caucasian/Non-Hispanic         | <input type="checkbox"/> Hispanic              | <input type="checkbox"/> Multi-Racial           |

4. Present Occupation: \_\_\_\_\_  
 Employer: \_\_\_\_\_

5. Are you a born-again Christian?  YES  NO      When did you become a Christian? \_\_\_\_\_  
 Church you attend: \_\_\_\_\_      Member:  YES  NO      Baptized:  YES  NO  
 Describe your church involvement:     
  Regularly attend and involved       Regularly attend  
   
  Attend occasionally                       Rarely attend

6. In what Christian work have you been engaged?

7. What is your opinion on the use of alcohol and tobacco products?

8. Are you willing to submit yourself to those in authority?

9. How would you characterize your ability to work with others?

10. CVCA is non-denominational, yet our students come from a variety of denominational and non-denominational churches. May we count on you to sustain us in promoting a non-sectarian spirit?  YES  NO

11. Do you subscribe without reservation to our attached Statement of Faith?  YES  NO  
Are any of the specific tenets of concern to you? If so, please explain:

12. Do you feel a Christian school has a right to set standards for faculty and students in dress, appearance, and ethics?

13. Will you uphold school standards by consistently enforcing school policies with regard to dress, attitude and conduct?

14. Do you feel there are any accommodations needed to allow you to perform the duties of the position for which you are applying?  YES  NO  
If yes, please provide additional information:

**Below, provide the following information according to the position in which you are applying.  
PLEASE GIVE A BRIEF REPORT OF:**

A. Administration, Teaching, or Substitute Teaching:

1. Conversion and Christian Testimony (give scriptural support)
2. Philosophy of Christian Education

B. Support Staff/Facilities – Conversion and Christian Testimony (give scriptural support):

## EDUCATION

HIGH SCHOOL EDUCATION	LOCATION		
COLLEGE EDUCATION	LOCATION	DEGREE RECEIVED	TOTAL SEMESTER HOURS
POST-GRADUATE	LOCATION	DEGREE RECEIVED	TOTAL SEMESTER HOURS

**Complete this section if applying for teaching or substitute teaching position.**

## CERTIFICATION/LICENSE

CERTIFICATION/LICENSE	AREA(S) – Include grades, areas of concentration, field, etc.	EXPIRATION DATE	CERTIFICATE/LICENSE VALID IN WHICH (STATES)

## TEACHING/EDUCATIONAL EXPERIENCE (Most recent first)

YEARS/DATES	NAME OF SCHOOL	ADDRESS	GRADES/SUBJECTS

Total number of years of experience in Education? \_\_\_\_\_

**CO-CURRICULAR ACTIVITIES** (List all co-curricular activities including specific sports, class plays, debate, cheerleading, intramurals, etc., that you feel qualified to sponsor.)

ACTIVITY	AGE OF STUDENTS	YEARS OF PARTICIPATION	WILLING TO SPONSOR AT CVCA? (YES/NO)

**EMPLOYMENT HISTORY** (Begin with most recent.)

COMPANY NAME	TELEPHONE NUMBER
ADDRESS	EMPLOYED (MONTH AND YEAR)
	FROM: TO:
NAME OF SUPERVISOR	WEEKLY OR MONTHLY PAY
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING

COMPANY NAME	TELEPHONE NUMBER
ADDRESS	EMPLOYED (MONTH AND YEAR)
	FROM: TO:
NAME OF SUPERVISOR	WEEKLY OR MONTHLY PAY
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING

COMPANY NAME	TELEPHONE NUMBER
ADDRESS	EMPLOYED (MONTH AND YEAR)
	FROM: TO:
NAME OF SUPERVISOR	WEEKLY OR MONTHLY PAY
STATE JOB TITLE AND DESCRIBE YOUR WORK	REASON FOR LEAVING

## REFERENCES

### PASTORAL REFERENCE

Please list one reference from your local church, preferably someone from the pastoral staff or someone in leadership.

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

### CHARACTER AND PROFESSIONAL REFERENCES

Please include most recent employer first and do not list relatives.

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

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

2. Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

3. Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

## APPLICANT'S STATEMENT/RELEASE FORM

Are you a United States Citizen?  YES  NO

1. Have you ever been convicted of, found guilty of, pled guilty to any misdemeanor other than traffic offenses?  YES  NO
2. Have you ever been convicted of, found guilty of, or pled guilty to any felony?  YES  NO
3. Have you ever had a criminal conviction sealed or expunged?  YES  NO
4. Have you ever had a teaching certificate lifted, suspended or revoked?  YES  NO

I also understand and agree with the following:

In compliance with the provisions of O.R.C. 109.57, verification of the response to these questions may be obtained from the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. The verification process will require that fingerprints be taken.

Cuyahoga Valley Christian Academy does not discriminate on the basis of race, color, national origin, gender, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

In the event of a legal, or equitable, claim arising out of, or relating in any way to an unresolved dispute, including, but not limited to, any dispute arising out of CVCA's consideration of my application of employment, all stakeholders agree to waive any right to a jury or any right to file a lawsuit in any civil court against CVCA or any of its officers, trustees, employees, agents or volunteers, and, instead, agrees to solely and exclusively resolve any such legal, or equitable, claim through a mutually-agreeable Christian dispute resolution process that will include, if necessary, final and binding arbitration. If the parties fail to agree on a dispute resolution process or are otherwise unable to resolve any dispute involving a legal, or equitable, claim against CVCA or any of its officers, trustees, employees, agents or volunteers, the applicant agrees that any such claim shall be fully and finally settled by mediation and, if necessary, legally binding and final arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation ([iccpeace.com](http://iccpeace.com)). Judgement enforcing an arbitration decision may be entered in any court otherwise having jurisdiction.

Nothing herein precludes the administration of CVCA from maintaining and operating its school in accordance with its Statement of Faith.

I certify that all information given throughout the application process herein is true and complete to the best of my knowledge.

I understand that this application is not and nor is intended to be a contract of employment; if hired, the employment relationship between myself and Cuyahoga Valley Christian Academy is terminable at will, with or without cause, by either myself or CVCA. In the event of my employment with CVCA, I will comply with all rules and regulations.

I give CVCA my permission to conduct any investigation regarding the information contained in my employment application which CVCA deems necessary to determine my qualifications for employment with CVCA. I also give CVCA my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record. Furthermore, I give my consent to any such source to release to CVCA whatever relevant information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.

My signature (*handwritten or electronic*) attests both to the fact that the information I have provided herein is correct and to my understanding that false or misleading information given in my application or interview(s) shall be grounds for not considering this application or for dismissal if employed.

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

Print Name: \_\_\_\_\_

## Cuyahoga Valley Christian Academy

### STATEMENT OF FAITH

1. We believe the Scriptures of the Old and New Testaments to be verbally inspired by God and inerrant in the original writings, and that they are the supreme and final authority in faith and conduct.
2. We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ; in His virgin birth; and His sinless life; in His miracles; in His atonement for our sins by His blood, shed when He died for us; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal, bodily, visible, imminent return to earth to establish His kingdom in power and glory.
4. We believe in the literal account of creation, and that the Scriptures clearly teach that Man was created by a special, immediate, formative act of God; that Adam and Eve sinned, and thereby brought on themselves not only physical death, but also spiritual death—separation from God; and that all human beings are born with this sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; that He rose again for our justification; and that all who believe in Him are justified on the ground of His shed blood and are saved by grace through faith, wholly apart from human merit and works.
6. We believe in the bodily resurrection of the dead; the saved to a life of eternal glory in Heaven, and the unsaved to eternal damnation.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe that the primary goal of every Christian is to glorify the name of Jesus Christ in all that he or she does; therefore, we should separate ourselves from all practices and influences which hinder a Spirit-filled life.
9. We believe it is the privilege and the responsibility of every believer to do his or her utmost to give the Gospel of Christ to the whole world.
10. We believe that the true, universal church includes all believers in Christ during this present age and is the body and bride of Christ, of which He is the Head.

My signature (*handwritten or electronic*) attests to the fact that I have read and subscribe to the above Statement of Faith of Cuyahoga Valley Christian Academy.

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

Print Name: \_\_\_\_\_