



calvarysd
calvary christian academy

1771 E Palomar Street Chula Vista, Ca 91913 • 619.421.1100

EMPLOYMENT APPLICATION - INFORMATION

Thank you for your interest in Calvary Chapel San Diego (CCSD) and Calvary Christian Academy (CCA). Please follow these steps before submitting your application.

Application steps:

- Read: About CCSD and CCA and Statement of Faith.
- Thoroughly complete the Employment Application.
- Detach the **two** Confidential Pastor or Ministry Leader Reference forms and give them to two of your pastors or ministry leaders to complete and return to our office.
 - *Teacher applicants - provide the following items, if applicable:*
 - *Copy of school transcripts from the Colleges/University attended*
 - *Copy of certificates related to position*
 - *Copy of California teaching credential*
 - *Copy ACSI certificate*
- Submit the completed application packet via mail, fax, or in person to:
Calvary Chapel San Diego
Attn: Human Resources Department
1771 East Palomar Street
Chula Vista, CA 91913

Fax (619) 591-2262

Applications will be reviewed upon receipt, and qualified applicants will be notified concerning the next phase of our application process.

ABOUT CALVARY CHAPEL SAN DIEGO

Calvary Chapel San Diego (CCSD) is a body of believers submitted to Jesus Christ, with the purpose of gathering together to encourage and build up one another in our faith. We emphasize the teaching of God's Word, the Bible, and reaching out to our community and the world with the Good News of Jesus Christ. It is our goal to equip the saints and to reach into other areas of ministry whereby we might model the love of our Savior to a dying world.

ABOUT CALVARY CHRISTIAN ACADEMY

Calvary Christian Academy (CCA) was founded in 1987 and is ministry of Calvary Chapel San Diego. CCA is a private Christian school located in Chula Vista, California. It is a Pre-K through 12th grade school with a population of approximately 400 students. Calvary Christian Academy exists to raise up thinking disciples who seek truth through an on-going, interactive, relationship with Jesus Christ. CCA seeks to honor God by educating our students in the liberal arts, so they might flourish in their vocation and creatively transform community and culture.

STATEMENT OF FAITH

Jesus Christ is the foundation and cornerstone of the church. He came to restore our broken relationship with God. The finished work on the cross made that possible. Because of His love demonstrated on the cross by dying for sins, we now have reason to fellowship with one another and proclaim salvation through His life, death, and resurrection. (1 Cor. 3:11, Eph. 2:20, Rom. 5:6-10)

The Bible is the inspired, infallible Word of God and is relevant and applicable to man today. Therefore, we place great emphasis upon teaching it in public, studying it in private, and using it as a guide for our daily lives. (1 Tim. 4:12, 2 Tim. 2:16-17, 1 Thess. 2:13)

Worship - We believe God is worthy of all praise, reverence and love. We take special time to worship Him in church through song. It is our goal to worship Him with our whole lives as well: at home, at work, and at play. (Jn 15:5, Rom. 8:29, Eph. 4:15)

Christian Growth - Our supreme desire is to know Jesus and to be conformed to His image, likeness, and example by the power of the Holy Spirit. We encourage this by abiding in Jesus Christ through His Word, prayer, fellowship, and by yielding our lives to the Holy Spirit. (Jn. 4:23, Co. 3:16, 1 Thess. 2:13)

Love is the greatest virtue and demonstration of the reality of Jesus Christ. We endeavor to show a Christ-like love to all men. Love should be exhibited in our lives by our words as well as our actions. (Jn. 13:34, 1 Cor. 13:13, Phil. 2:3-5)



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EMPLOYMENT APPLICATION – PART I

PERSONAL INFORMATION

Last Name:	First:	Middle:
Current Address:	City:	State: Zip:
Home Phone:	Work Phone:	Cell Phone:
Social Security Number:	Email Address:	

If you have children, are you planning on having them attend Calvary Christian Academy?

PROFESSIONAL INFORMATION

What position(s) are you applying for? Teacher/Substitute Teacher – Complete Parts I & II Teacher Assistant/Substitute T/A and Support Staff - Complete Part I Administrative Staff – Complete Parts I & III Coach – Complete Parts I & IV Facilities – Complete Part I	What Level(s)? Preschool Grades K-5 Grades 6-12 Full time Part time Will you accept part-time work, if a full-time position is not available? Yes No
Minimum compensation desired?	Will you accept substitute work, if a regular position is not available? Yes No

SPIRITUAL INFORMATION

Name of Home Church:	Denomination:
Location (City, State):	Name of Pastor (First & Last Name):
How long have you attended this church?	Phone Number:
What is your present involvement in this church?	
If less than two years, what is the name of your previous church?	
Are you in a small group or Home Fellowship: Yes No	
If so, what is the name of Leader:	
How did you come to accept the Lord and describe your walk at the present time?	

EDUCATIONAL INFORMATION			
Name of High School:			
Location (City, State):	Did you graduate? Yes No		
Name of College or University:			
Address:			
Major / Minor:	Did you graduate? Yes No	GPA:	Degree:
Name of College or University:			
Address:			
Major / Minor:	Did you graduate? Yes No	GPA:	Degree:
List memberships, offices held, and honors/awards received in high school, college, and other:			
RELATED WORK EXPERIENCE			
Please list work experience, beginning with the most recent.			
Employer Name:			
Employer Address:		Supervisor Name:	
Position:	Dates (mm/yy): From: To:	Contact Phone Number:	
Reason for leaving:			
Employer Name:			
Employer Address:		Supervisor Name:	
Position:	Dates (mm/yy): From: To:	Contact Phone Number:	
Reason for leaving:			
Employer Name:			
Employer Address:		Supervisor Name:	
Position:	Dates (mm/yy): From: To:	Contact Phone Number:	
Reason for leaving:			
REFERENCES			
Please list two personal references such as Pastors, Small Group leaders, etc., qualified to speak of your spiritual walk and Christian service. Please do not include relatives.			
Name:	Phone:	Position:	
Name:	Phone:	Position:	

FOR TEACHERS/SUBSTITUTE TEACHERS – PART II

Have you passed the California Basic Educational Skills Test (CBEST)?

Yes No

Type of California state teaching credential held:

Expiration Date:

Major/Area of Concentration:

Minor/Supplemental Authorization:

Type of ACSI certificate held:

Expiration Date:

Major/Area of Concentration:

Minor/Supplemental Authorization:

If you hold a teaching credential from another state or are in the process of applying for a credential, list type, state, date of application or expiration:

PRESCHOOL TEACHERS ONLY

How many Early Childhood Education units do you have?

How many Infant/Toddler units does this include?

How many Administration units does this include?

PROFESSIONAL RESPONSES

As a teacher, you will interact with parents, students, and fellow staff members on a routine basis. It is important that you share the same professional, Christ-like philosophy of education and workmanship in order to be as one mind with the church and school. Please answer the following question about your professional, Christian role as a school teacher.

What makes a Christian school unique?

What biblical principles will you include in your teaching and extra-curricular responsibilities?

What are your professional goals for the next five years?

What will you do to develop and maintain relationships with students, parents, and other staff members?

FOR ADMINISTRATIVE STAFF – PART III

List computer programs you have experience using:

Describe your proficiency level for each of the computer programs listed:

List other technology/systems you are experienced using:

Can you type?

Yes

No

WPM :

Have you used a multi-line telephone system?

Yes

No

Describe your ability to handle multiple tasks:

Describe your ability to prioritize tasks:

FOR COACHES – PART IV

What sport(s) are you interested in coaching?

Are you available during the work week from 3:00 pm – 5:00 pm?

Yes

No

Are you available to attend games/events related to sports (outside of scheduled weekly practice sessions)?

Yes

No

Indicate number of years of experience in public school:

Indicate number of years of experience in Christian school *or* private school:

Indicate number of years of experience in community recreation:

Are you First Aid certified?

Yes

No

If so, please indicate expiration date:

Are you CPR certified?

Yes

No

If so, please indicate expiration date:

Why do you want to coach at CCA?

What type of coaching techniques would you incorporate within the team?

How would you promote team unity and team spirit?

JOB DESCRIPTION

At CCA, we are looking for staff who meet the following criteria:

- **Follower of Jesus Christ:** We believe that effective, Christian employees have received Jesus as their personal Lord and Savior and live their lives in a manner that reflects His work in their hearts. All employees are required to attend a Bible-teaching, Christian church and subscribe to Calvary Chapel San Diego's Statement of Faith and values.
- **Servant:** We believe that God has called us to minister to and love the students and staff here at CCA. This passion to serve is the motivation behind our employment and we are looking for others who share this heart of service.
- **Professional:** We are looking for staff who understand that working at a school is a professional occupation and recognize the importance of this in their ministry. Dress, speech and written skills of the applicant must meet professional standards.
- **Motivated:** We are seeking staff that are driven by a love for God, a love for children and a love for learning.
- **Called of God:** We believe that God will call the staff who He desires to be a part of this ministry. We believe He will instill those He calls with a heartfelt desire to serve resulting in a testimony confirming the calling.

Please initial here to indicate that you have read the Job Description and feel that it is the Lord's desire for you to apply to work at CCA.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Calvary Chapel San Diego (CCSD). I authorize CCSD and its agents to inquire about my work and personal history and to verify all data given in my application for employment, related papers and oral interview.

I authorize the release and giving of any information requested by CCSD and its agents such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me, except from:_____.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

Please initial here to indicate that you accept and agree to the statements above.

ACKNOWLEDGEMENT

I declare that the information I have provided on this application is complete and true.

Your Signature

Date

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CONFIDENTIAL PASTOR OR MINISTRY LEADER REFERENCE

APPLICANT INFORMATION

Applicant's Last Name:	First:	Middle:
Position applying for:		

PASTOR OR MINISTRY LEADER INFORMATION

Name of individual providing reference:		Your Role within Ministry:	
Name of Church:	Phone:		
Street Address:	City/State:	Zip:	

THE ABOVE NAMED PERSON IS APPLYING FOR EMPLOYMENT AT CALVARY CHAPEL SAN DIEGO OR CALVARY CHRISTIAN ACADEMY. PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT THIS APPLICANT TO THE BEST OF YOUR KNOWLEDGE BY CIRCLING THE RESPONSE THAT APPLIES. THEN, PLEASE MAIL OR FAX THIS FORM TO THE HUMAN RESOURCES OFFICE (SEE ADDRESS AND FAX INFORMATION BELOW). THANK YOU FOR YOUR TIME AND ASSISTANCE.

How long have you known this applicant?	<input type="checkbox"/>	More than 2 years	<input type="checkbox"/>	1 to 2 years	<input type="checkbox"/>	Less than 1 year
How well do you know this applicant?	<input type="checkbox"/>	Very well	<input type="checkbox"/>	Well	<input type="checkbox"/>	Somewhat
How would you describe this applicant's relationship with God?	<input type="checkbox"/>	Serious and Committed	<input type="checkbox"/>	Struggles, but loves the Lord	<input type="checkbox"/>	Saved, not walking with Jesus
	<input type="checkbox"/>	Unknown to me	<input type="checkbox"/>	Doesn't know the Lord	<input type="checkbox"/>	
How would you describe this applicant's reliability?	<input type="checkbox"/>	Always Reliable	<input type="checkbox"/>	Average	<input type="checkbox"/>	Unreliable
How would you describe this applicant's attitude?	<input type="checkbox"/>	Respectful/Enthusiastic	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor
How would you describe this applicant's work habits?	<input type="checkbox"/>	Hard Worker/Diligent	<input type="checkbox"/>	Average	<input type="checkbox"/>	Quits easily/Lazy
How would you describe this applicant's cooperation with others?	<input type="checkbox"/>	Very cooperative	<input type="checkbox"/>	Average	<input type="checkbox"/>	Uncooperative
How would you describe this applicant's emotional character?	<input type="checkbox"/>	Well balanced/Mature	<input type="checkbox"/>	Average	<input type="checkbox"/>	Emotional/Immature
How would you describe this applicant's submission to authority?	<input type="checkbox"/>	Submissive	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor

Additional Comments:	
Signature	Date

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CONFIDENTIAL PASTOR OR MINISTRY LEADER REFERENCE

APPLICANT INFORMATION

Applicant's Last Name:	First:	Middle:
Position applying for:		

PASTOR OR MINISTRY LEADER INFORMATION

Name of individual providing reference:		Your Role within Ministry:	
Name of Church:	Phone:		
Street Address:	City/State:	Zip:	

THE ABOVE NAMED PERSON IS APPLYING FOR EMPLOYMENT AT CALVARY CHAPEL SAN DIEGO OR CALVARY CHRISTIAN ACADEMY. PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT THIS APPLICANT TO THE BEST OF YOUR KNOWLEDGE BY CIRCLING THE RESPONSE THAT APPLIES. THEN, PLEASE MAIL OR FAX THIS FORM TO THE HUMAN RESOURCES OFFICE (SEE ADDRESS AND FAX INFORMATION BELOW). THANK YOU FOR YOUR TIME AND ASSISTANCE.

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How well do you know this applicant?	<input type="checkbox"/>	Very well	<input type="checkbox"/>	Well	<input type="checkbox"/>	Somewhat
How would you describe this applicant's relationship with God?	<input type="checkbox"/>	Serious and Committed	<input type="checkbox"/>	Struggles, but loves the Lord	<input type="checkbox"/>	Saved, not walking with Jesus
	<input type="checkbox"/>	Unknown to me	<input type="checkbox"/>	Doesn't know the Lord	<input type="checkbox"/>	
How would you describe this applicant's reliability?	<input type="checkbox"/>	Always Reliable	<input type="checkbox"/>	Average	<input type="checkbox"/>	Unreliable
How would you describe this applicant's attitude?	<input type="checkbox"/>	Respectful/Enthusiastic	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor
How would you describe this applicant's work habits?	<input type="checkbox"/>	Hard Worker/Diligent	<input type="checkbox"/>	Average	<input type="checkbox"/>	Quits easily/Lazy
How would you describe this applicant's cooperation with others?	<input type="checkbox"/>	Very cooperative	<input type="checkbox"/>	Average	<input type="checkbox"/>	Uncooperative
How would you describe this applicant's emotional character?	<input type="checkbox"/>	Well balanced/Mature	<input type="checkbox"/>	Average	<input type="checkbox"/>	Emotional/Immature
How would you describe this applicant's submission to authority?	<input type="checkbox"/>	Submissive	<input type="checkbox"/>	Average	<input type="checkbox"/>	Poor

Additional Comments:	
Signature	Date