

New Creation Christian Academy Teacher Application

This is an application and request to teach at New Creation Christian Academy (NCCA). No individual is eligible to teach without an approved application on file. The NCCA Administration will not consider any application that is incomplete. The outcome of your application will be based on the information on this form, your past actions and attitude (in and out of class), and any other information gathered by NCCA. The information you provide will be kept confidential and used exclusively by NCCA. NCCA expresses its gratitude and appreciation for your time and willingness to apply for a challenging but rewarding position. NCCA will notify you of the outcome of your application as soon as possible. Please provide a copy of your teaching certificate with this application.

Legal Name: (First)_____ (Middle)_____ (Last)_____

Street Address:_____ City/State/Zip:_____

Home Phone:_____ Cell Phone:_____ Work Phone:_____

E-mail Address:_____

Church Affiliation:_____ How long?_____

Personal References: Do not list family members or relatives for references. You must sign the Release Form as part of this application.

Give two references that are qualified to speak of your Christian values.

<u>Name</u>	<u>Address</u>	<u>Contact Phone</u>

Give two references that are qualified to speak of your teaching ability and experience.

<u>Name</u>	<u>Address</u>	<u>Contact Phone</u>

List your current and previous employer.

Employer		Position	
Supervisor's Name		Phone	
Employer		Position	
Supervisor's Name		Phone	

Position Desired: Please list the position for which you are applying_____

Special Abilities: Please list any special abilities you have which could contribute to your ability to execute the position for which you are applying:_____

Teaching Background

What college did you attend? _____

What year did you graduate? _____

Degree earned in college: _____

Teacher Certification Number: _____ Expiration Date: _____

In what state are you certified to teach? _____

What classes are you qualified to teach? _____

What classes would you like to teach, in order of preference? _____

What teaching experience do you have? Please specify the courses you have taught, the number of years you have taught, and the age range of your students.

What is your primary motivation to teach at NCCA? _____

Have you ever been subjected to disciplinary action of any kind (including, but not limited to fines, forfeitures, suspensions, reprimands or denial of participation) while participating in other academic organizations?

_____ No _____ Yes If yes, give details:

Have you ever been convicted of a crime related to or involving a child sexual offense, assault or a drug related offense? _____ No _____ Yes If yes, give details:

Please be sure to attach your statement of faith.



**CRIMES THAT RESTRICT EMPLOYMENT AND/OR SERVICE
WITH CHILDREN AND YOUTH AT
NEW CREATION CHRISTIAN ACADEMY**

Individuals who have been convicted of a crime listed below, or any other offense committed outside the State of Georgia that would have been considered on of these crimes if committed in Georgia, are **disqualified** from employment and/or service with children and youth as indicated below.

1. NCCA will **not** consider applicants who have been convicted of child abuse, neglect or mistreatment, regardless of the date, unless expectations are approved by Administration.
2. There is a mandatory disqualification from employment and/or service with children and youth for a minimum of five (5) years from the date of conviction, plea of *nolo contendere*, or release from incarceration or probation, whichever is later, for the following crimes:
 - Family Violence (O.C.G.A. 19-13-1)
 - Serious/Violent Felonies
 - Cruelty to Children
 - Sexual Offenses
 - Theft by Taking (O.C.G.A. 16-8-2), by Deception (O.C.G.A. 16-8-3), or by Conversion (O.C.G.A. 16-8-4)
3. Applicants may also be disqualified from serving in positions which involve the supervision of children or youth, as determined appropriate by Administration, if criminal history records indicate any of the following that have relevancy to the responsibilities or duties of the position.
 - 3.1 any other conviction or pattern conviction
 - 3.2 a pattern of recent arrests
 - 3.3 a significant arrest (disqualification to apply until such time as the charge is resolved)

Authorization to Release Information

I agree that I will appear for interviews before the NCCA Administration. I agree to comply fully with the letter and intent of all rules, regulations and rulings adopted by NCCA. I understand that any action by me, or those under my supervision, either physical or verbal, that is deemed to be detrimental to students, parents, others in the community, or to NCCA as an organization, may result in disciplinary action.

I understand that the key to a successful academic program is the staff. I commit to demonstrating Christian values as a role model for the students under my supervision.

I understand that the information I have given here is subject to investigation and verification for the purpose of evaluating me for the consideration of teaching youth at NCCA. By signing this document, I authorize NCCA to perform a background check and to thoroughly investigate references, work records, evaluations, education and any other matters related to my suitability for employment by a company they deem fit. I certify that all information I have given in this application is true and correct and that falsification of this application may constitute denial or suspension.

I authorize references and my employers for the past five years to disclose to NCCA 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 NCCA, my employers, references and all other parties from any and all claims, demands or liabilities arising out of or in any relation to such investigation or disclosure.

I waive the right to ever personally view any references given to NCCA.

I certify that I have carefully read and do understand the above statements.

Applicant's Name: _____

Applicant's Signature: _____

Applicant's Social Security #: _____ D.O.B. _____

Today's Date: _____

CONFIDENTIALITY AGREEMENT

I, _____, as an employee of New Creation Christian Academy agree to protect the information identified below as confidential. This agreement neither expires nor does it terminate with my separation from New Creation Christian Academy.

Should I have any question about this agreement, about information that should be protected, or the proper handling of information I possess, I will contact the school administrator to resolve my question. I will handle the information in question as confidential while I am waiting for my question to be answered.

The following information is confidential: personal information of New Creation Christian Academy employees, students and or students' parents (personal information includes social security numbers, financial information, health conditions and treatment, family relationships and grades); internal operations and management of the school as related to individual student's classification and discipline; contractual dealing involving New Creation Christian Academy.

Confidential information shall not be shared, discussed or published in any form except as required to accomplish New Creation Christian Academy assigned responsibilities. When confidential information is discussed during the performance of assigned duties I agree to inform the recipient that the information is confidential and is to be handled accordingly.

I understand that if I fail to comply with this agreement that New Creation Christian Academy will take corrective action against me. Corrective actions may start with personnel disciplinary actions and in severe cases could include civil suits.

Signature _____

Date _____